

# Smyrna Public Library

## Youth Services Department Volunteer Description

Youth Services Department Volunteers assist with:

- Shelving Books and “reading” shelves for accuracy
- Keeping the children’s area tidy and neat
- Completing office tasks as assigned by the Youth Services Staff

Work Schedules:

- Youth Volunteers select their own hours of work based on Library needs and are first come/first served. **A minimum of 10 hours total of service is expected from each volunteer.** Why? By the time a volunteer is trained and comfortable in being here, they have usually completed 10 hours of work.  
We cannot train someone who wants only one day of service or a limited number of hours.
- Volunteers with schedule conflicts for a particular day email **youthservices@smyrnaga.gov** the day before their shift to let us know that they will not be working. Two “no show” shifts will result in being dropped as a volunteer at the library.
- Smyrna Library does not permit more than one volunteer to work at any given time. As you choose your hours to work, please remember not to schedule yourself during the same time as another volunteer’s shift. Volunteer hours are first come, first served.

Volunteers must complete a Volunteer Information/Emergency Contact Sheet prior to their first day of work.

While working in the library, you represent the library and therefore we ask that you dress appropriately while volunteering. Please do not wear clothes that are severely ripped, short shorts or t-shirts with slogans that may be offensive to others, or headphones.

Volunteers are responsible for submitting paperwork for volunteer hour verification to a Youth Services staff member at least 5 days prior to any school deadline requirement. Requests for recommendation letters must be submitted by email to the Youth Services Librarian, Rebecca Power at [rpower@smyrnaga.gov](mailto:rpower@smyrnaga.gov).

For further information, please email or call with questions. Thank you for your interest in volunteering at the Smyrna Public Library.

Rebecca Power, Youth Services Librarian  
Smyrna Public Library  
100 Village Green Cir SE | Smyrna GA 30080 | 770-431-2860 x3  
[rpower@smyrnaga.gov](mailto:rpower@smyrnaga.gov) | <http://www.smyrna-library.com>



# Smyrna Public Library

## Youth Volunteer Application

Thank you for your interest in volunteering with us. Please complete the following information. If there are no current volunteer openings, then a staff member will contact you if/when there is an opening. A minimum commitment of 10 service hours is required. This form will remain in our volunteer folder for the duration of our service with us and will be kept on file at the conclusion of your service for 3 years.

**\*\*Please note: Volunteers must be at least 15 years old to apply.\*\***

Print Full Name: \_\_\_\_\_  
(First) (M.I.) (Last)

Address: \_\_\_\_\_  
(number and street) (apt. # if applicable)  
\_\_\_\_\_  
(city, state and zip code)

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_  
(Please print neatly so that we will be able to contact you)

Are you currently in school? \_\_\_\_\_ If so, grade level & school name: \_\_\_\_\_

Emergency contact name (if under 18 years of age, please list parent or guardian):

\_\_\_\_\_  
(Name) (Relationship)

Emergency contact phone # \_\_\_\_\_

Medical restrictions/allergies \_\_\_\_\_

Days/times available \_\_\_\_\_

Volunteer signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return this form to the Youth Services Desk at the City of Smyrna Public Library or email to  
rpower@smyrnaga.gov.*

*We will contact you to discuss volunteer opportunities should an opening be available. Thank you!*